

SECRET

Annex II, TAB D

TYPES OF TAS PROJECTS

a. Projects undertaken by the TAS include:

- (1) Standard and/or special accounting systems for vouchered funds, un-vouchered funds, property accounting, financial property accounting, operations financed in whole or in part by personnel, advances to and/or from other Governmental departments, budget and allotment controls, and issuance of handbooks for such systems.
- (2) Charts of accounts.
- (3) Payrolling operations.
- (4) Travel procedures.
- (5) Bonding of employees.
- (6) Penalty mail controls.
- (7) On-the-spot audits.
- (8) Imprest funds controls.
- (9) Committee assignments.
- (10) Bookkeeping, income tax returns, social security, operations statements, balance sheets and liquidations of operations projects.
- (11) Staff studies covering personnel, workloads, work measurement, policy considerations, etc.
- (12) Various other items.

b. The work of the TAS initiated in FY's 1955 and 1956 consisted of the following types and numbers of projects:

<u>TYPE</u>	<u>NO. OF PROJECTS</u>
General Accounting Systems, Revisions, Implementations, and Actual Bookkeeping	50
Allotment Controls	7
Systems re Transactions with Other Governmental Agencies or Departments	8
Charts of Accounts	2
Retirement Procedures	4

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<u>TYPE</u>	<u>NO. OF PROJECTS</u>
Lapsed Appropriations	2
Penalty Mail	3
Imprest Funds	3
Financial Property Accounting	1
Property Authorization Controls	3
Reporting Procedures	4
Comptroller Notices	6
Legal Determinations	9
Personnel Services	4
Comptroller's Office (Internal)	4
Panel and Committee Assignments	2
Miscellaneous Staff Studies, Reviews, Regulation Revisions, Etc.	<u>31</u>
Total	113

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